

9904
QR 84-4540
August 27, 1984

MEMORANDUM FOR: Agency Records Management Officers

FROM:

Chief, Information Resources Management Division
Office of Information Services, DDA

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SUBJECT: Requirement to Report Classification Decisions
Made during 8-14 September 1984

1. As stated [] the Director of the Information Security Oversight Office (ISOO) has the authority to require reports from Federal agencies to ensure their compliance with Executive Order 12356. We are required to submit such a report to ISOO by 31 October 1984. One section of the report requests the number of original and derivative classification decisions made during the reporting period (1 October 1983-30 September 1984). Due to the great volume of classified documents generated by CIA, the Director, ISOO will accept a report based on a one-week sample.

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2. In order to furnish the information to ISOO, please see that the following items are counted and recorded during the period 8-14 September 1984:

a. Count the number of classified documents originated within your component which are dated 8-14 September. (Count each document only once; do not, in addition, count letterex or reproduced copies of the documents.)

b. Count the number of classified documents received from the field during the period 8-14 September. This count should be limited to correspondence for which your office is the action office, including items such as cables sent between field stations on which Headquarters is an "info" addressee. (It is not necessary that these documents be dated 8-14 September, but rather that they be received during that period. This is to ensure that slow-moving correspondence such as dispatches and transmittal manifests is counted.)

c. Count all classified forms that are completed (filled in) during 8-14 September. (Count preclassified forms and those premarked as classified "when filled in" either as original or derivative in accordance with the preprinted "classification authority" marking.)

d. Count each classified computer run as one item. (Do not count each computer-produced sheet or punched card separately.)

3. Please note that the count of original classification decisions must be broken down according to the number classified that specify a date or event for declassification and the number classified that specify the originating agencies' determination is required (OADR) for declassification.

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4. Attached is the format for reporting classification decisions made in your component. Please return this information to Information Management Branch, 1236 Ames Building, by 30 September 1984. If you have any questions, contact

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Attachment:
As stated

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REPORT OF CLASSIFICATION DECISIONS
MADE 8-14 SEPTEMBER 1984

SUMMARY OF INSTRUCTIONS

1. Record in the space provided below, the number and type of classification decisions made by your component during the period of Saturday, 8 September through Friday, 14 September 1984. Include classification decisions by field installations in correspondence for which your office is the ACTION office (see first item in the heading of cables and telepouches). Count field correspondence received during that period even though it may have been written before that period.
2. Report classification decisions made in cables, telepouches, dispatches, transmittal manifests, letters, memorandums, reports, publications, and forms. Report only the overall document classification decisions. Count only one decision per document no matter how many copies of the document are made.
3. List original (ORG) classification decisions separate from derivative (DRV) decisions. (ORG and DRV decisions are recorded on the bottom line of all documents.) Separate original decisions that specify a date or event for declassification from ones that specify originating Agency's determination required (OADR) for declassification.

| CLASSIFICATION MADE 8 THROUGH 14 SEPTEMBER 1984 | | | |
|---|--------------------------|----------------------|--|
| TYPE OF CLASSIFICATION DECISIONS | NUMBER OF | | NUMBER OF DERIVATIVE (DRV) DECISION |
| | ORIGINAL (ORG) DECISIONS | | |
| | DATE OR EVENT | OADR | |
| TOP SECRET | | 125 (includes CW) | 263 (incl CW) |
| SECRET | | 49 | 38 |
| CONFIDENTIAL | | 23 | 07 |

OFFICE: DCI /Executive Registry

